

# **15-90 CORRIDOR INTEROPERABLE COMMUNICATION PROJECT**

Meeting: Tuesday, March 31, 2005

Time: 10:00 AM – 3:00 PM

Place: Butte, Chamber of Commerce

10:00 PM Call to Order: Jim Minor, Project Director

Introductions

Sign-in Sheet

Approval of Minutes (January 7, 2005)

FE Presentation

Status Report Update

Milestone Report Update

Site Visits Update

Needs Assessment

Coverage Analysis

System Alternatives

Open Discussion and Q&A

Project Director Report

Missoula Communications Project Information

SIEC – Public Access Web Site & Letter of Approval

Budget, Billing & Payment Update

Procurement & Implementation – Phase II & III (See Memo)

Rumors

Town Meetings

Consortium By-laws

Other Discussion

Date for Next Meeting

3:00 PM Adjourn

The 15-90 Corridor Governing Board Meeting met on Friday, January 7, 2005 in the Butte - Silver Bow Courthouse Conference Room. Project Director Jim Minor called the meeting to order at 10:00 AM.

Note: the Governing Board is composed of those individuals so designated as the primary and alternate representative by the County Commissioners through a Memorandum of Understanding with the Department of Military Affairs, Disaster & Emergency Services.

## **ATTENDANCE**

### **Governing Board**

Wilma Puich	Primary Representative, Butte – Silver Bow
Sheriff John Walsh	Alternate Representative, Butte – Silver Bow
Larry Laknar	Primary Representative, Beaverhead
Bob McWilliams	Alternate Representative, Beaverhead
Buzzy Peterson	Primary Representative Anaconda - Deer Lodge
Bill Converse	Alternate Representative Anaconda - Deer Lodge
Jim Minor	Primary Representative, Granite

### **Excused**

Steve Immenschuh	Alternate Representative, Granite
------------------	-----------------------------------

### **Participating Agencies**

Gary Hindoen	Consortium Administrator State of Montana, Disaster & Emergency Services
Ron Warren	Project Oversight Manager Special Projects Coordinator State of Montana, Public Safety Services Bureau

### **Federal Engineering**

Ron Bosco	President
Neil Horden	15-90 Corridor IC Program Manager Senior Consultant

### **Guests**

Mark Adams	Program Manager Northrop Grumman
------------	-------------------------------------

Following introductions Project Director Minor presented an overview of the agenda.

## APPROVAL OF MINUTES

A motion was made by Sheriff Walsh to approve the minutes of the October 15, 2004 meeting. Motion seconded by Bill Converse. Motion carried.

## FEDERAL ENGINEERING (FE)

**Opening Comments.** FE President Ron Bosco thanked the 15-90 Corridor Consortium for accepting their proposal. He stated that FE has over 20 years of experience working in Montana. From a detailed handout Bosco explained their role in the process. He reminded those present that a plan is only as good as the participation that goes into it. The finished document must reflect local needs. He stated that while Montana is probably not going to feel the effect of terrorist attack, it is the nation's bread basket, and an attack on the Montana food supply could be catastrophic to this country. Communications would be vital in such an event. Neil Horden reminded those present that communications are the most important factor in disaster response.

It was noted that Ron Bosco is a sworn officer and fire captain, and Neil Horden comes from the EMS discipline. Both are seasoned responders who understand the importance of communication equipment that works when you need it to work.

**Needs Assessment.** The needs analysis is crucial in order to identify existing systems, identify unmet needs and to make the system work over a longer period of time. The needs analysis will address all three of these areas. It is important to identify all agencies and stakeholders early in the process, and to include them in the interview process.

Horden explained the needs analysis process will ultimately end with a needs analysis report. The system recommendation process will follow. The document starts as an outline. A draft outline will be reviewed and revised at a working meeting of the Governing Board. To accomplish this, each primary contact for each county must determine who should be interviewed and stakeholders who need to talk to each other. Local interviews will be scheduled level with identified stakeholders. Interviews will take about two (2) hours.

**Deliverables, Equipment Survey and Information Request.** Horden reviewed the deliverables and critical dates of the schedule. He also reviewed the equipment survey information completed earlier by the four counties. It was noted that the equipment listed may not be exact. He also reviewed a list of material he needs from each county. This includes SOP documents, mutual aid plans, FCC licenses, communications system design documents, previous needs assessments, system design proposals, previous coverage studies, memorandum and/or meeting notes on interoperability and/or communication issues, and maps and maintenance contracts. This information should to be collected for FE.

**Interview Schedule.** Horden reviewed the interview schedule for each county. He stated that while it is important to stay on schedule, he can make evening meetings if necessary to pick up someone not previously identified. Contact Jim Minor for any changes to the schedule. This process will gather the needs and build the bridges necessary to write the plan. He stated that he will be scheduling a day long session with Tom Dunne who has the maintenance contract for all four counties. He will also meet with Tom Dunne in the near future. It was noted that Dunne is currently in Helena for the next two weeks working on the State Microwave project.

FE asked the Governing Board to stress the importance of the project to all their stakeholders. The DES Coordinators are to inform FE of “hot spot” areas before each interview, and, if appropriate, who might be an advocate in each group.

A discussion about agencies that should be considered for interviews followed. RACES, USFS, DNRC, some private business and utilities were a few mentioned. Each DES Coordinator is to make this determination based on their knowledge of local matters.

**Site Visits.** Weather permitting; system evaluation will be done by visiting sites such as repeater sites and 911 centers. Follow up interviews may also be done.

**PowerPoint Presentation.** Neil gave a PowerPoint Presentation that addressed the areas listed below. The presentation was followed by open discussion.

- Agency Information - Contact and Responsibility
- Program Overview - Understood and Desires
- Interoperability - Issues and Needs
- Existing Systems - Primary, MA, Ancillary, Funding Model
- System Coverage - Current Issues, Coverage Requirements
- System Shortcomings - Unmet Needs, Emerging Needs
- Current Issues - Operational, Technical, Structural
- Maintenance & Support – Issues and Needs, Funding Model

## **LETTERS TO INTERVIEWEES**

Jim Minor reviewed two letters that should be sent to the stakeholders participating in interviews. The letters explain the purpose of the project and define items, as requested by Neil Horden, to help participants to prepare for the interviews. He stated that it was important to inform all the stakeholders that this opportunity may not pass this way again so it is vitally important for their participation.

## **DELIVERABLES**

Minor then distributed the Communication Project deliverables schedule based on the FE contract. He stated that the process has realistic expectations about the future of the four county communication systems. It is also a process where consensus building can be accomplished. Bosco noted that this document was a first ever prepared by a consortium.

## **TOWN MEETINGS**

Minor stated that he felt that it was imperative to have a public meeting in each county for all those who participated in the process sometime between May 4 and May 18, 2005. Jim will work with Ron Bosco to negotiate including four (4) Town Meetings, as the request for these meetings came after the contract with FE was signed.

## **FE CLIENTNET WEB PAGE AS PER CONTRACT**

Minor is keeping a detailed history of the project. Ron Bosco and Minor are establishing a web page for the project. There will be password to allow access to certain parts of the web page by the Governing Board. Documents for inclusion on the page will be sent to Neil Horden who will forward the documents to FE for posting.

## **GOVERNING BOARD MEETING SCHEDULE**

Minor discussed the meeting schedules of the entire Consortium and the Governing Board. Teleconferences are also a possibility to handle some of the business. Tentative date of the next meeting of the full consortium is March 15, 2005. This information will be on the web page.

## **INVOICES AND PAYMENTS TO FE**

Gary Hindoien reviewed the FY 2003 and FY 2004 Budget Sheets for each county that explained the financial impact to each county for the FE contract. FE's Accounting Department, or Ron Bosco, will send invoices to Jim Minor. Jim will then send the invoice for payment, with authorization to pay, to Sherri Lanz and Gary Hindoien at the State of Montana, Disaster and Emergency Services via email. It should take 7 to 10 days for payments to be made. FE will send the first invoice on or about January 14, 2005. Jim will monitor the payment process and make adjustments if necessary. Payments will be based on the timely completion for deliverables.

(MEETING ADJOURNED FOR LUNCH)

Minor called the meeting to order again at 1:30 PM.

### **SIEC APPROVES 15-90 CORRIDOR CDP ABSTRACT PROPOSAL**

Minor gave an update on the State Interoperability Executive Committee. The 15-90 Corridor Project received approval as a Concept Demonstration Project. He will ask Jenny Hansen for a formal letter acknowledging this action for the project history.

### **BY-LAWS UPDATE**

Minor is currently working on the Consortium By-Laws. Most of this document is already contained in the MOU. He should have the draft out in about two to three weeks.

### **PRESENTATION AT GOVERNOR'S CONFERENCE**

Minor will be making a presentation at the Governor's Conference on the project. He will make the presentation using PowerPoint and work to have handouts available for those who attend the presentation.

### **OPERATIONAL MATTERS**

Transportation issues for FE were discussed. Initially they will have a rental car. If changes occur the four counties will work it out. They will be operating out of the Butte – Silver Bow DES Office during the month of January.

### **FILE FORMATS SPECIFIED AS PER CONTRACT**

Adobe Acrobat will be the official format for all documents while Microsoft Word will be used for the Governing Board only. Acrobat documents will be provided for all outside requests for information. Microsoft PowerPoint will be the format for all presentations. FE wants only Word documents.

### **REVIEW OF WORK RESULTING FROM THIS MEETING**

The following work is the responsibility of the Project Director and Project Manager.

- Request CDP letter from Hanson (Project Director)
- Complete draft of by-laws (Project Director)
- Update the list of deliverables (Project Manager)

- Monitor invoice and payment process (Project Director)
- Revise and update the Interview Schedule (Project Director)
- Next Governing Board Meeting Agenda for March 15, 2005 (Project Director & Project Manager)
- Set up FE Client Net Web Page (Project Director with FE)
- Complete instructions for accessing FE Client Net 15-90 Web Page (Project Director)
- Interview with Tom Dunne (Project Manager)
- Document formats to be in Adobe Acrobat, Word and PowerPoint

Horden and Minor all stressed the importance of keeping the project on time. They thanked those present for their hard work and cooperation up to this point.

### **NEXT MEETING**

The next meeting of the Governing Board is scheduled for March 15, 2005 in Butte at 10:00 AM to 3:00 PM.

### **ADJOURNMENT**

The meeting adjourned at 2:45 PM.

Wilma Puich, Secretary